

## PARENTAL ABSENCE FOR CHILD'S EDUCATION

### PURPOSE

To promote the involvement of state employees in the academic achievements of their children through flexibility in scheduling work.

### SCOPE

This policy applies to merit and non-merit employees subject to the authority of the Governor, except employees of the State Police and employees appointed on a temporary or intermittent basis.

### STATEMENT OF POLICY

Appointing authorities in all state agencies shall make reasonable efforts to approve employee requests for time off to foster involvement in their child's education through participation in parent-teacher conferences, classroom activities, or other means. Such time off shall be accomplished through the use of adjusted work schedules to accommodate the time needed. In those situations where an adjusted work schedule is not practical, such as twenty-four hour/seven-day operations, appropriate forms of accrued leave should be utilized.

### REFERENCES

Executive Order 89-15  
Vacation Leave Policy  
Personal Leave Policy  
Financial Management Circulars 2004-01 and 2004-02  
Hours of Work – Work Schedules Policy

EFFECTIVE DATE July 1, 2005

Supersedes policy dated December 1, 1999

APPROVAL



Debra F. Minott, State Personnel Director

Date June 6, 2005